



TEXAS MILITARY FORCES
JOINT FORCE HEADQUARTERS
TEXAS MILITARY DEPARTMENT
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NGTX-ZCS

1 September 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX I13-18) Memorandum/Letterhead Format Changes, Agency Title Change, and Senior Leadership Duty Title/Signature Block Changes

1. References.

- a. Texas Government Code, Section 1.01., Subtitle C, Title 4, Chapter 437.
- b. AR 25-50, Preparing and Managing Correspondence, 17 May 2013.

2. Purpose. Accomplish updates to titles and letterhead IAW the listed references.

3. The following changes are effective immediately:

a. Agency Title Change: Adjutant General's Department is changed to Texas Military Department.

b. Duty title changes: Assistant Adjutant General-Air is changed to: Deputy Adjutant General-Air; Assistant Adjutant General-Army is changed to Deputy Adjutant General-Army.

c. Signature blocks are located on the TKO Command Group SJS site at: <http://go.usa.gov/DKqF>. They must be in Arial 12 point font.

d. Letterhead for memorandums will be titled Texas Military Forces in 10 point bold, Arial; organization, address, and phone number lines are 8 point bold, Arial. The body of memorandums must be in 12 point Arial. Templates are located on the TKO Command Group SJS site at: <http://go.usa.gov/D8ZA>.

4. Point of contact is the Adjutant General's SJS at 512-782-5237 or DSN 954-5237.



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